

AGENDA



CHINO HILLS COMMUNITY FOUNDATION
GENERAL MEETING
MONDAY, JANUARY 10, 2022

4:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

CITY HALL, CITY COUNCIL CHAMBERS
14000 CITY CENTER DRIVE., CHINO HILLS, CALIFORNIA

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the Chino Hills Community Foundation Board makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the Board subsequent to the posting of the agenda. The Board Secretary has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the City of Chino Hills Community Services Department, and on the Board's website at www.chinohillsfoundation.org/chcf-board. Materials related to an item on this Agenda submitted to the Chino Hills Community Foundation Board after distribution of the agenda packet are available for public inspection in the Chino Hills Community Services Department at 14000 City Center Drive, Chino Hills, CA during normal business hours.

Speaker Cards - Those persons wishing to address the Chino Hills Community Foundation Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form available at the entrance to the Chino Hills Community Room. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide personal information in order to speak, except to the extent necessary for the Foundation Secretary to call upon you.** Comments will be limited to three minutes per speaker.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Chino Hills Community Foundation, please contact the Chino Hills Community Services Department, (909) 364-2712, at least 48 hours prior to the meeting to enable the Board to make reasonable arrangements.

PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE COUNCIL IS IN SESSION. Thank you.

FOUNDATION BOARD MEMBERS

PETER J. ROGERS, CHAIR
CYNTHIA MORAN, VICE CHAIR
MARY FAULHABER, SECRETARY
PETER PIRRITANO, TREASURER

AIMEE HOLLIDAY DAVIS
DARRIN LEE
DENISE CATTERN
SAMANTHA JAMES-PEREZ

BILL HUGHES
DARRYLL GOODMAN
GLEN ANDERSON
SPENCER BOGNER

DAN CAPENER
DAVID KRAMER
KATHLEEN SMITH
SYLVIA NASH

4:00 P.M. – CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

1. INTRODUCTION OF NEW BOARD MEMBER
2. **PUBLIC COMMENTS:** At this time members of the public may address the Board Members regarding any items within the subject jurisdiction of the Board – Individual audience participation is limited to three minutes per speaker. Please complete and submit a speaker card to the Foundation Secretary.

FOUNDATION DEPARTMENT BUSINESS

CONSENT CALENDAR (4 ITEMS) – *All matters listed on the Consent Calendar are considered routine by the Foundation Board and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the Foundation Board votes on the motion to adopt, Members of the Foundation Board or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

3. Approve November 8, 2021, Foundation Meeting Minutes.
4. Receive and file Preliminary Financial Report as of December 31, 2021.
5. Approve board meeting date change from July 11, 2022, to July 19, 2022.
6. Approve board member shirt with foundation logo guidelines.

DISCUSSION CALENDAR – *This portion of the Foundation Agenda is for all matters where staff and public participation is anticipated. Please complete and submit a speaker card to the Foundation Secretary. Individual audience participation is limited to three minutes.*

7. Discuss conducting teleconferenced public meetings
8. Discuss 2022 Spring Home Tour.
9. Discuss 2022 calendar.
10. Discuss art shows at the Community Center.
11. Discuss Endowment Fund investment options.
12. Discuss future funding projects.

COMMITTEE REPORTS

Chair Rogers

- Executive Committee
- Board Development Committee

Treasurer Peter Pirritano

- Finance & Investment Committee
- Fund Development Committee

Board Member Darrin Lee

- Public Affairs Committee
 - Street banner(s)
 - Branding photos with logo

Board Member Glen Anderson

- Strategic Committee
 - Charitable Giving Program
 - Chino Hills Music & Arts Festival

Secretary Mary Faulhaber

- Volunteer Committee

BOARD COMMENTS

ADJOURNMENT

- D. The Howard and Nikki Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.
- E. The California Community Foundation (“in memory of Gloria and Jack Kramer”), which usually donates to the Endowment Fund, this year, donated \$5,000 towards the scholarship program.
- F. Inclusive Playground at Crossroads Park – In January 2021, the board approved a donation in the amount of \$100,000 for an inclusive playground at Crossroads Park. The donation included a \$50,000 donation from the H. Applebaum Family Trust. In August 2021, The California Community Foundation (“in memory of Gloria and Jack Kramer” donated \$20,000 towards the project. In December 2021, the H. Applebaum Family Trust donated an additional \$5,000 towards the project.

Permanently Restricted:

The purpose of the Foundation is to establish a permanent endowment fund to assist the government of the City of Chino Hills, hereinafter referred to as the “City,” in improving the cultural, educational and recreational facilities and services for the citizens of the City. A “permanent endowment” is money or property that was originally meant to be held by a charity forever. The permanently restricted balance as of December 31, 2021, is \$165,981.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of December 31, 2021

	Actuals										Total	Variance
	Adjusted Budget	Amended Budget	Unrestricted	Community Center Fund Temporarily Restricted (A)	Children Art's Programs Temporarily Restricted (B)	Cultural Arts Committee Temporarily Restricted (C)	Special Needs Temporarily Restricted (D)	Scholarship Funds Temporarily Restricted (E)	Inclusive Playground Temporarily Restricted (F)	Endowment Fund Permanently Restricted		
Operating Revenue:												
Contributions:												
Donations	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,060	\$ 25,060
Grants			-								\$ -	\$ -
Special Events	111,900	150,300	141,920			875					142,795	30,895
Interest Income			288								288	288
Total Operating Revenue	111,900	150,300	142,268	-	-	875	-	-	25,000	-	168,143	56,243
Operating Expenses:												
Program Services:												
Adopt-A-Family Program	1,245	1,245									-	(1,245)
Cultural Arts	7,050	7,050									-	(7,050)
Military Banner Program	7,700	7,700									-	(7,700)
Summer Day Camps	12,800	12,800									-	(12,800)
Utility Box Art Program	6,100	6,100									-	(6,100)
Total Program Expenses	34,895	34,895	-	-	-	-	-	-	-	-	-	(34,895)
Supporting Services:												
Fundraising	26,400	31,500	27,984			2,736					30,720	(780)
Administration	12,700	13,650	8,931								8,931	(4,719)
Total Support Services	39,100	45,150	36,915	-	-	2,736	-	-	-	-	39,651	(5,499)
Total Operating Expenses	73,995	80,045	36,915	-	-	2,736	-	-	-	-	39,651	(40,394)
Interfund Transfers:	-	-	(10,000)	-	-	-	-	-	-	10,000	-	-
Changes in Net Assets	\$ 37,905	\$ 70,255	\$ 95,353	\$ -	\$ -	\$ (1,861)	\$ -	\$ -	\$ 25,000	\$ 10,000	\$ 128,492	\$ 96,637
Net Assets, beginning of the year	557,086	557,086	262,841	7,127	2,067	21,070	3,000	5,000	100,000	155,981	557,086	
Net Assets, end of the year	<u>\$ 594,991</u>	<u>\$ 627,341</u>	<u>\$ 358,194</u>	<u>\$ 7,127</u>	<u>\$ 2,067</u>	<u>\$ 19,209</u>	<u>\$ 3,000</u>	<u>\$ 5,000</u>	<u>\$ 125,000</u>	<u>\$ 165,981</u>	<u>\$ 685,578</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of December 31, 2021

	PROGRAM SERVICES	Fundrasing				Administration	Total
		2019		2021		General	
		Donations	Wine Walk	Wine Walk	chARTS	Management	
Operating Revenues:							
Contributions:							
Sales	\$ -	\$ -	\$ 70,030	\$ 2,420	\$ 72,450	\$ -	\$ 72,450
Donations/Sponsorships	25,050	500	68,000		68,500		93,550
Donations(COVID)					-		-
Grants (CARES Act)					-		-
Advertising					-		-
Other Revenues	10		970	875	1,845		1,855
Interest Income	288				-		288
	<u>25,348</u>	<u>500</u>	<u>139,000</u>	<u>3,295</u>	<u>142,795</u>	<u>-</u>	<u>168,143</u>
Operating expenses:							
Licenses & Permits			51	51	103		103
Memberships							-
Liability Insurance						5,289	5,289
Financial Services			480		480	362	843
Computer Services						2,378	2,378
Contractual Services				400	400		400
Advertising & Promotion							-
Printing Services			3,258		3,258	715	3,972
Postage							-
Office Supplies						28	28
Special Parts and Supplies			10,277	57	10,334	134	10,468
Concessions							-
Administrative Overhead							-
Entertainment				2,000	2,000		2,000
Catering and Refreshments				118	118		118
Rentals			13,917	110	14,027		14,027
Taxes						25	25
Scholarships, Grants & Awards							-
Donations							-
							-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,983</u>	<u>\$ 2,736</u>	<u>\$ 30,720</u>	<u>\$ 8,931</u>	<u>\$ 39,651</u>
Changes in Net Assets	<u>\$ 25,348</u>	<u>\$ 500</u>	<u>\$ 111,017</u>	<u>\$ 559</u>	<u>\$ 112,075</u>	<u>\$ (8,931)</u>	<u>\$ 128,492</u>

GUIDELINES AND PROCEDURES FOUNDATION LOGO ISSUED SHIRTS

To improve overall brand awareness and allow for board members to be easily recognizable at special events, the board has approved the following guidelines and procedures for the purchase of shirts with the foundation logo.

Board members will receive a shirt with the Foundation logo upon their appointment to the board. Shirts will be purchased by the Foundation through the City of Chino Hills approved vendor and issued by the Foundation Liaison or Community Services Department Secretary.

Foundation shirts will be embroidered with the Foundation logo on the left-hand side and embroidered on the right-hand side with the board members name and “board member” underneath. Embroidered text shall be in the same gold thread and font as the text in the logo.

Board Members may select any shirt from the approved vendor catalog. Shirts must be in a color closely matching royal blue (aka “Dodger blue”). Selection of shirt style shall be at the discretion of the individual board member

Shirts may be replaced for wear and tear one time per a 12-month period at the expense of the Foundation. Board members may elect to purchase additional apparel at their own expense.

- A. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- B. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- C. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If the legislative body chooses to hold a teleconference meeting pursuant to the AB 361 exception, it must do all the following:

- a. Notice the meeting and post agendas as the Brown Act otherwise requires;
- b. Allow the public to access the meeting and require that the agenda provide an opportunity for the public to address the legislative body directly;
- c. Whenever the local agency provides notice of the teleconference meeting or posts its agenda, it must also give notice of the means by which members of the public may access the meeting and provide public comment;
- d. Identify and include in the agenda an opportunity for all persons to attend via a call-in or an internet-based service option; the legislative body need not provide a physical location for the public to attend or provide comments;
- e. Conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the public;
- f. Stop the meeting until public access is restored in the event of a service disruption that (i) prevents the local agency from broadcasting the meeting to the public using the call-in or internet-based service option, or (ii) is within the local agency's control and prevents the public from submitting public comments. Any actions taken during such a service disruption can be challenged under the Brown Act's existing challenge provisions;
- g. Not require comments be submitted in advance (though may be provided as an option), and provide the opportunity to comment in real time; and
- h. Provide adequate time for public comment, either by establishing a time public comment period or by allowing a reasonable amount of time to comment. If the legislative body uses a third-party website or platform to host the teleconference, and the third-party service requires users to register to participate, the legislative body must provide adequate time during the comment period for users to register

and may not close the registration comment period until the comment period has elapsed.

Staff is requesting direction from the board if they would like staff to proceed with the AB 361 exemption to allow board meetings via teleconference. On occasion, staff have received inquiries from board members about a call in option. If the board decides to proceed with the AB 361 exemption, this item will be placed on the agenda for the next board meeting for formal approval.

CHINO HILLS COMMUNITY FOUNDATION
THREE YEAR EVENT PLANNING SCHEDULE

*** Dates should be scheduled at least 6 months in advance ***

	2022	2023	2024
JANUARY	3 Volunteer Reception - Send Invitations 10 Board Meeting TBD Donor Recognition - Send Invitations	TBD Volunteer Reception - Send Invitations 9 Board Meeting TBD Donor Recognition - Send Invitations	TBD Volunteer Reception - Send Invitations 8 Board Meeting TBD Donor Recognition - Send Invitations
FEBRUARY	7 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale	6 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale	5 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale
MARCH	19 or 26 Donor Recognition 14 Board Meeting 26 Kids Art Exploration TBD Concert Series #1: TBD	TBD Donor Recognition 13 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD	TBD Donor Recognition 11 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD
APRIL	10 Spring Home Tour	TBD Spring Home Tour	TBD Spring Home Tour
MAY	1 Wine Walk Planning Begins 9 Board Meeting TBD Concert Series #2 - TBD 30 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 8 Board Meeting TBD Concert Series #2 - TBD 29 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 13 Board Meeting TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Play - TBD
JUNE			
JULY	11 Board Meeting	10 Board Meeting	8 Board Meeting
AUGUST	8 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD	7 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD	12 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD
SEPT.	12 Board Meeting	11 Board Meeting	9 Board Meeting
OCT.	8 Chino Hills Wine Walk	14 Chino Hills Wine Walk	12 Chino Hills Wine Walk
NOVEMBER	TBD Concert Series Planning Begins 14 Board Meeting *** Date Due: Donor Recognition 2023 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 13 Board Meeting TBD Date Due: Donor Recognition 2024 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 11 Board Meeting TBD Date Due: Donor Recognition 2025 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites
DECEMBER	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE

	Discussion Item	Board Discussion
1	At its annual growth rate, and assuming a consistently low yield, will the endowment ever grow large enough to meet the Board’s intent for it?	The general consensus was that it will not.
2	Is the endowment large enough to warrant professional asset management, which could grow it to a scale large enough to meet the Board’s goals?	The general consensus was that it is too small to pay the fees required to create a mutually beneficial situation for both the Board and the asset manager.
3	If the endowment will not ever reach the scale of the Board’s intent, should we continue permanently restricting funds in it? Even when we obtain matching donations to the endowment, if we are losing more in purchasing power to inflation, we are actually reducing the overall programming we can provide to the residents of Chino Hills. Could matching donations instead be made to the Board’s unrestricted funds, or another type of restricted fund, if the situation was explained to large donors?	This idea seemed plausible.
4	Could the Foundation’s bylaws be amended to eliminate the need to comply with the City’s Investment Policy requirements? The group acknowledged that while most of the Foundation’s assets benefit from the City’s Investment Policy, a permanent endowment is a special case with growth targets and an investment horizon that may not align with the prudence a city should generally exercise in its investments.	The consensus was that the Foundation’s bylaws could be amended to carve the permanent endowment out of the City’s Investment Policy.
5	The question was asked if those present supported further research and discussion regarding: a) the strategy for the permanent endowment, and b) the policies and procedures for accounting controls if the Foundation’s bylaws were amended and the endowment was exempted from the City’s Investment Policy.	The unanimous response was that this research should be done.

After the board meeting, City Staff discussed the board’s desire with the Investment Trustee (the City’s Finance Director) and the City Manager. The City Manager directed staff to research how other similar organizations are managing the investments within their endowments.

Based on the information presented, the Finance and Investment Committee is asking for board direction on whether the Finance and Investment Committee should continue strategizing a new direction for the permanent endowment? If yes, what should be the next steps.